

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

Subject: Regarding implementation of leave module

As per the directions of Chandigarh Administration, all types of leaves should be routed online through e- Manav Sampada leave module. The IT department has already configured the software as per the requirement of GMCH. The training regarding configuration of leaves, apply of leave and approval of leave have already been provided to GMCH officials. All the GMCH officers are requested to approve the leaves of their subordinates on the same day otherwise it will automatically moved to next authorities.

All the HOD's/Branch in-charges are requested to instruct the staff working under their control to use the above said software regularly.

Joint Director (Admin.)
Govt. Medical College & Hospital,
Chandigarh

Endst.No.GMCH-IT-21/621

Dated: / 14/9/21

A copy is circulated to the following for compliance please:

1. PS to DP for kind information of Director Principal please.
2. PA to JDA for kind information of Additional Director (Admn.) please.
3. PA to MS for kind information of Medical Superintendent please.
4. All HOD's Govt. Medical College & Hospital, Chandigarh
5. Joint Medical Superintendent, DMS I & II, Govt. Medical College & Hospital, Chandigarh
6. Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
7. Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
8. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
9. Registrar, Govt. Medical College & Hospital, Chandigarh
10. HOD, MRD, Govt. Medical College & Hospital, Chandigarh
11. System Analyst, Govt. Medical College & Hospital, Chandigarh
12. All Office Superintendents, Govt. Medical College & Hospital, Chandigarh
13. Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
14. HOD, Pharmacy, Govt. Medical College & Hospital, Chandigarh
15. Stores Officers(I & II), Govt. Medical College & Hospital, Chandigarh
16. Librarian, Govt. Medical College & Hospital, Chandigarh
17. Law Officer, Govt. Medical College & Hospital, Chandigarh
18. In charge, RHTC Palsora, Govt. Medical College & Hospital, Chandigarh
19. Incharge Communication, Govt. Medical College & Hospital, Chandigarh
20. Librarian, Govt. Medical College & Hospital, Chandigarh
21. Law Officer, Govt. Medical College & Hospital, Chandigarh
22. Genetic Lab, Govt. Medical College & Hospital, Chandigarh
23. RTI Cell, Govt. Medical College & Hospital, Chandigarh
24. College of Nursing, Govt. Medical College & Hospital, Chandigarh
25. Control Room, Govt. Medical College & Hospital, Chandigarh

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